



**All Things Possible  
Site Coordinator Position Description  
June 1, 2016**

**Job Title:** Site Coordinator

**Reports to:** Program Manager

The Program Site Coordinator is responsible for ensuring the City of Kalamazoo's All Things Possible (ATP) pilot youth development program is implemented as planned during the summer of 2016. The individual in this position will be motivated, energetic, organized, and capable of developing and implementing innovative strategies. This position requires a dynamic and resourceful teammate who can work with diverse groups of people.

**Key Responsibilities**

- Ensure an engaging learning environment that promotes and enhances the development of all participating youth and families
- Gain competency to implement "Radically Me" curriculum
- Ensure youth interest surveys and individual plans are implemented
- Provide support to youth development professionals, volunteers, and mentors
- Ensure site operates according to schedule
- Maintain sufficient inventory of materials and order supplies as needed
- Plan and schedule field trips, with assistance from Manager
- Review lesson plans to ensure quality
- Facilitate daily staff debriefs
- Assist in identifying community partners to serve as enrichment providers
- Serve as a resource for community issues/current affairs especially as they relate to youth and education
- Foster relationships among local schools, universities, businesses, and other community youth and education programs to enhance the development of the ATP program
- Assist in evaluating ATP, in collaboration with KYD Net and the Program Development Committee
- Assist with event planning for youth development-related events in the community

**Qualifications**

- Bachelor's Degree in related field



### **Preferred Knowledge and Skills**

- Two years of experience in education or youth development
- Demonstrated success in facilitating experiential curriculum
- Experience supervising youth development staff
- Understanding of the Kalamazoo community and awareness of challenges and issues facing youth
- Demonstrated commitment to civic engagement
- Experience and competencies in working in a multiracial, multicultural environment
- Experience with and/or understanding of the application of technology and social media tools to programs for youth
- Team player but with the ability to work independently
- Willingness to work flexible hours as needed
- Ability to prioritize and conduct multiple tasks in fast-paced environment
- Detail-oriented
- Strong communication skills, written and verbal
- Microsoft Office Suite
- Bilingual a plus

To apply please submit your resume, cover letter, and three references by June 13, 2016, to [kljr1981@gmail.com](mailto:kljr1981@gmail.com) Please put in the subject line "Site Coordinator Position."